

**MARIA L. MERKOWITZ**  
**Attorney at Law**

**STRENGTHS**

- Fluent in Spanish and English. Knowledge of Portuguese, French and German.
- Excel in simplifying issues and teaching others.
- Well organized and detail oriented.
- Proven acting talents.

**LEGAL WORK EXPERIENCE**

**D.C. SUPERIOR COURT**

**Mediator**

Court Building C  
Washington D.C. 20001

- Mediate cases involving issues of civil rights violations, contract disputes and automobile accidents.

**D.C. OFFICE OF THE ATTORNEY GENERAL**

**Senior Litigation Counsel**

441 4<sup>th</sup> Street, N.W.  
Washington D.C. 20001

- Litigated complex issues of constitutional and civil rights violations, tort liability, employment discrimination and medical malpractice in both the United States District Court and the District of Columbia Superior Court.
- Prepared responses to complaints; answer interrogatories; depose witnesses; draft motions, confidential settlement statements, pre-trial statements, voir dire questions and jury instructions. Represent the government at trial.
- **Represented the District of Columbia Public Schools, in the United States District Court, in appeals from administrative due process hearings.**

**Accomplishments:** First chaired twenty-two (22) trials. **Received total of nineteen (19) directed or defense verdicts.** Lost no trials in three years. Saved D.C. taxpayer millions of dollars.

**MARCH AIR FORCE BASE**

**Chief of Civil Law**

Riverside, CA. 92518

- Advised Base Commander and staff on all civil issues affecting the Base.
- Reviewed, revised and made recommendations on all proposed contracts over \$50,000. Advised Base Procurement on changes to procurement law and effect of court decisions on contracts.
- **Represented Management in Base labor disputes and union contract negotiations.**
- Analyzed federal and state environmental laws and regulations to determine effects on current or proposed Base actions.

**DEPARTMENT OF JUSTICE**

Board of Immigration Appeals

Falls Church, Virginia

**Attorney /Advisor**

- Researched, interpreted and applied foreign and domestic law to complex immigration issues.
- Drafted appellate decisions pertaining to visa and asylum petitions, deportation and exclusion.
- Authored precedent decisions published in "Administration Decisions under Immigration and Nationality Laws of the United States."

**ADMINISTRATIVE EXPERIENCE****Hartnel College**

Salinas, California

- Established standardized criteria for course offerings and evaluation of students.
- Supervised teacher aides and clerical staff.
- Expanded the ESL (English as a Second Language) curriculum.
- Created an ESL Resource Center.
- Advised Department Chairman on faculty hiring.
- Evaluated adjunct faculty performance.
- Conducted meetings between day and evening instructors for problem resolution.
- Supervised recruitment of high school graduates into program.
- Trained mono-lingual teachers to effectively use their skills in a bi-lingual classroom.

**Head Start**

San Francisco, California

- Formulated policies and procedures concerning eligibility and selection of students, extent of parental participation, classroom curriculum, and allocation of resources.
- Recruited medical and dental professionals for a program of preventive health care.
- Coordinated the education, health and social welfare programs for local Head Start agencies.
- Served as liaison between Central Office and local Head Start agencies, advising and assisting with policy regulations.